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CONFIDENTIAL-00211R000100450024-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 6 FEB 1957

FROM : Assistant Director for Research and Reports

SUBJECT: Designation of Area Records Officer, ORR

REF : CIA Regulation [ ] dated 11 December 1956

*Can File -  
ORR*

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1. Mr. [ ] is hereby designated Area Records Officer, ORR, vice Mr. [ ]

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2. The effective date of this designation is 28 January 1957.

FOR THE ASSISTANT DIRECTOR:

[ ]

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Chief, Administrative Staff

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : MEMORANDUM FOR THE RECORD

DATE: 9 October 1957

FROM : Records Management Staff

SUBJECT: Shelf File installation, Map Library, ORR

1. On 30 September 1957, Mr. [ ] of the O&M Staff advised me that in the process of completing an O&M project in the Map Library, he felt that the Records Management Staff should determine the feasibility of a Shelf installation. At present there are approximately 115 safe and non-safe filing cabinets filled with maps and photographs. The file is rapidly expanding and they are now in need of additional space.

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2. I made arrangements with Mr. [ ] to see the installation on 7 October. [ ] and I discussed the matter with Mr. [ ] Area Records Officer, ORR, and the three of us visited the area.

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3. There are several steps which can be taken to relieve the space condition. Among them are:

- a. Change from 4 to 5 drawer cabinets.
- b. Change from legal to letter size cabinets.
- c. Shelf filing.

These items should provide the opportunity for about 30% better utilization of existing floor space.

25X1A9A This project is assigned to Mr. [ ] because, in the above things, it appears that the adoption of a recommendation made in 1955 considering transfer of certain records to the ARC should be reconsidered; consequently, this project involves one of records disposition as well as filing systems.

*addition to*

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